



Job Description

Court Reporter Job Description.doc

Job Title: Court Reporter

Pay Grade: 22

FLSA: Non-Exempt

Job Code: SC140

Effective Date: October 2007

Revision Date: October 2007

NATURE OF WORK

Under general supervision, performs a variety of court reporting duties on behalf of the Lewis County Superior Court; records various types of court proceedings; prepares court transcripts; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Produces verbatim records of civil, criminal, and/or juvenile court proceedings.
- Maintains compliance with regulations and standards governing court reporting.
- Prepares and researches court transcripts.
- Provides transcripts as requested by litigants, attorneys, judges, and other interested parties.
- Performs record keeping and/or other duties as assigned by the Judge or Court Administrator.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in and around courtroom facilities; subject to sitting for extended periods of time, bending, reaching, and light lifting of objects up to 10 pounds.

EMPLOYMENT STANDARDS:

Completion of a State accredited court reporting school; AND five (5) year's court reporting experience; OR an equivalent combination of education, training and experience.

Washington State CSR License and a Notary Public License are required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Court processes and procedures.
- Principles and practices of court reporting.
- Regulations and standards governing court reporting.
- Equipment and computer software relative to court reporting.

EDUCATION, EXPERIENCE AND LICENSES/CERTIFICATIONS (IF NEEDED)

- Washington State Certified Shorthand Reporter License in compliance with RCW 2.32.180 and WAC 308-14-085 and 308-14-130, Washington State Department of Licensing.
- Computer Aided Transcription (CAT) required.

Desirable Qualifications:

- Certified by the National Court Reporters Association at minimum of 225 wpm.
- Certified as a Registered Professional Reporter (RPR), Registered Merit Reporter (RMR, and/or Certified Realtime Reporter (CRR) is desirable.

Skills in:

- Coordinating and performing a variety of highly skilled court reporting functions.
- Accurately recording various types of court proceedings
- Preparing and researching court transcripts.
- Establishing and maintaining effective working relationships with court personnel and the general public.
- Communicating effectively verbally and in writing.